

JOB ANNOUNCEMENT:

Title: Probation/Parole District Director

Executive Service

Location: Chattanooga, TN (Hamilton County)

Salary Grade: 034

Salary Range: \$3,857 to \$6,171 monthly

Please submit a letter of application with complete resume including specific data regarding education, positions held, leadership roles, salary history, etc., to Assistant Commissioner of Community Supervision Bobby.Straughter@tn.gov by October 19, 2015.

JOB DUTIES:

The District Director position oversees and monitors the day-to-day operations of a probation and parole district. The DD has responsibility for oversight of district staff as well as the work of the district probation and parole office and all other field offices in the district. The DD position provides technical assistance and advice to field supervisors to coordinate the supervision of offenders on probation and parole, as well as other offender-related programs and activities. This position serves as the primary coordinator at the district level for the oversight and approval of fiscal and property accountability. The DD assists in the preparation of the annual budget and ensures the proper implementation of policy, human resources and budget management procedures in the district.

The DD position engages in strategic planning for the district, implementation of accountability strategies, and the development and implementation of action plans to address identified issues. This position is tasked with creating efficiencies within the district while ensuring the fundamentals of the business are addressed each day.

The DD acts as a representative of Community Supervision and the Tennessee Department of Correction in performing important public contact and liaison work with law enforcement, court representatives, legislators, community leaders, offenders, their families, victims, and the general public. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree with three (3) to five (5) years of related administrative and/or supervisory experience. Prefer a degree in any of the following fields: penology, law enforcement, law, public administration, criminal justice, rehabilitation, or social work. Probation or parole-related experience required.
- Completion of TDOC firearms qualification course required and must carry a weapon while on duty.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.